

Do not call to schedule a time to complete community service

MUNICIPAL COURT OF ATLANTA COMMUNITY SERVICE SHEET

Client's Name: _____

of Hours to Complete: _____

Next Court Date: _____

Courtroom: _____

Court Time: _____

A.M./P.M. _____

C/S Only _____ **Teens Learning** _____ **Restorative BD** _____ **Sentinel Probation** _____ **ABC** _____

I understand that I must perform my community service in the City of Atlanta through the Community Court Division. All exceptions must be approved before I start performing the hours. Approved exceptions must be a Non-profit agency (501 ©3). A partial listing of approved sites is outlined on the reverse side of this form.

I understand that it is my responsibility to keep up with this sign-in sheet. I must return this sign sheet to the Community Court Staff (2nd floor, last door on the left, near the back door security officer) of Courthouse before my court reset date. In return, I will receive a "Certificate of Completion" verifying my service hours.

In order to assure a safe and appropriate work environment, the following dress code must be followed by clients:

- When client reports to work, he/she must wear clothing appropriate to work assignment (Long or short sleeve shirt/blouse).
- Clients must wear shoes that cover the entire foot (steel-toed boots are not required). No high heels, slippers, or open toe sandals.
- No shirts with obscene or derogatory pictures or phrases.
- No gang – related items/colors allowed.
- Caps are to be worn properly and may not have obscene or derogatory pictures or phrases.
- Caps are not be worn inside by males.
- Pants are to be worn on the waist or hip (no lower). NO SAGGING; UNDER NO CIRCUMSTANCE.
- A belt will be worn with pants.

I CANNOT complete my community service hours at:

- | | |
|--|-------------|
| • School (high school, college, etc) | * Library |
| • YMCA/Boy's and Girl's Club/gymnasium | * Church |
| • Day Care Center/Nursing Homes | * Hospitals |

Community service is available Monday thru Thursday at the Municipal Court (exception – inclement weather. The majority of community service is done outside). The court is closed on Fridays except to pay fines. A partial list of approved agencies where community service can be done outside of the court is listed on the reverse side of this form.

I will meet in the jury room on the second floor (the glass walled room nearest the elevators in the mail lobby area) at 8:00 a.m. in the Municipal Court of Atlanta building, 150 Garnett Street. Street level entrance into the Municipal Court building is the second floor.

Saturday community service is performed through the court's program. I can listen to a pre-recorded voice message detailing the time and location to meet for Saturday projects by calling 404 588-2252, on Thursday of each week, after 6 p. m. (you cannot leave a message on this line). Listen to the entire message. Information pertaining to cancellation due to inclement weather, holiday schedules, etc. will be recorded.

Waiver

I will in no way consider myself or represent myself as an employee of the City of Atlanta, the Municipal Court of Atlanta, the institution where I am performing this community service, or any other agency, business or individual in the course of or as a result of this community service. Nor will I make any claim for wages, unemployment benefits or worker's compensation benefits from any sources mentioned above as a result of this activity or related community service.

I will assume all liability for bodily or personal injury that I may receive arising from, and by reason of, any and all known or unknown, foreseen or unforeseen causes, or any other consequences that may result from participation in this program. I release and hold harmless each and every municipality, agency, office, institution or individual where community service hours are performed for any injury to my person or property.

Failure to perform work as instructed, insubordination, intoxication, illegal drug use, or any act disruptive to the work crew will result in me being immediately dismissed from the work detail and the reason for dismissal reported to the sentencing Judge.

I am responsible for transportation to and from the specified work site.

Signature: _____ on (date) _____ is acknowledgement that I have read and understand the contents of this form.

Date	Time-in	Time-out	Hours Earned	Location	Supervisor's Signature

Atlanta Police Athletic League (PAL)
120 Anderson Ave., NW
Atlanta, GA 30314
404 799-2341

Open Hands
176 Ottley Dr., NE
Atlanta, GA 30324
404 872-8089

Hands on Atlanta
600 Mean St. Suite 100
Atlanta, GA 30318
404 979-2800

Atlanta Humane Society
981 Howell Mill Rd, NW
Atlanta, GA 30318
404 875-5331

Atlanta Habitat for Humanity
519 Memorial Drive, SE
Atlanta, GA 30312
404 223-5180

Oakland Cemetery
Memorial Drive
Atlanta, GA
404 658-6019

S.W. Ecumenical Emer Ctr
1040 Ralph David Abernathy
Atlanta, GA
404 756-1699

Emmaus House
1017 Hank Aaron Dr.
Atlanta, GA 30318
404 525-5948 x10

GPNA (Grant Park Assoc)
Atlanta, GA 30312
770 401-7556

Atlanta Downtown Improvement District
25 Peachtree Street, Suite 13
Atlanta, GA 30310
404 215-9600